



# AN AASIS TRAINING GUIDE

## Accounts Payable Basics General Information



**BEST IF PRINTED IN  
SLIDE VIEW**



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# Accounts Payable Basics Objectives

- Accounts Payable 101 provides step-by-step directions for paying invoices in AASIS
- Learn which transactions to use to pay an invoice
- Learn the difference between direct and logistics invoicing
- Learn the procedures and business practices for paying invoices

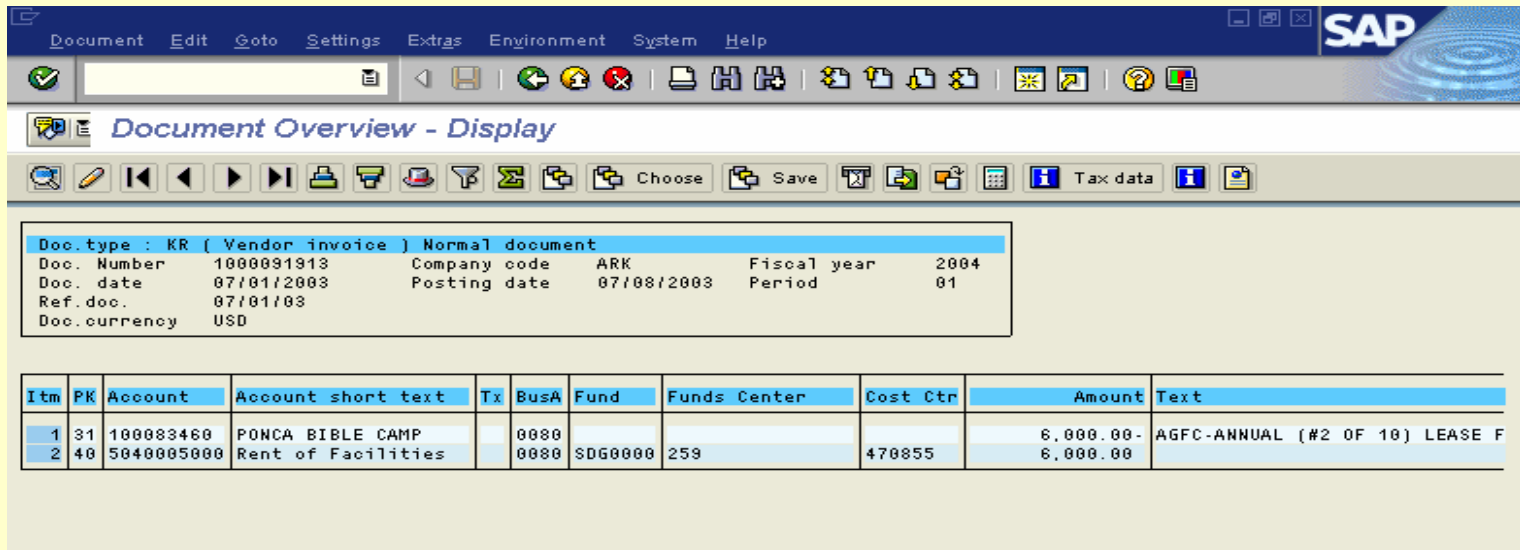


# Fund Accounting Overview

- Before a bill can be paid in AASIS, there must be cash in the FUND and appropriation (budget) in the FUNDS CENTER/FUND/COMMITMENT ITEM.
- The Fund refers to the money deposited in the bank or treasury.
- The Funds Center refers to the appropriation or permission to spend money from the agency's appropriation act.

# How does AASIS know which fund/funds center to use?

- The cost center entered on the invoice or purchasing document is linked to a specific fund and funds center combination.
- AASIS derives the fund from the cost center code.



Doc.type : KR [ Vendor invoice ] Normal document

Doc. Number	1000091913	Company code	ARK	Fiscal year	2004
Doc. date	07/01/2003	Posting date	07/08/2003	Period	01
Ref. doc.	07/01/03				
Doc. currency	USD				

Item	PK	Account	Account short text	Tx	BusA	Fund	Funds Center	Cost Ctr	Amount	Text
1	31	100083460	PONCA BIBLE CAMP		0080				6,000.00	AGFC-ANNUAL (#2 OF 10) LEASE F
2	40	5040005000	Rent of Facilities		0080	SDG0000	259	470855	6,000.00	



# Accounts Payable Accounting

- When an invoice is entered into AASIS, the vendor account is credited (increased).
- When the payment run is executed, the vendor account is debited (decreased) and cash is credited (decreased).
- All the vendor accounts are rolled up into one big vendor accounts payable account for reporting purposes.

# Accounts Payable Accounting

Report Edit Goto View Extras Settings System Help

trial Balance

1100001000 Treasury	323,539.35	(285,747.31)	
1100001001 Treasury Outgoing	68,956.06	(69,141.35)	
1100001002 Treasury Incoming	31,849.00	(31,849.00)	
1100001003 Treasury EFT Out	1,120.00	(1,120.00)	0.00
1100001005 Treasury Tnsfrs Out	48,293.21	(48,293.21)	0.00
1100001006 Treasury Tnsfrs In	134,458.07	(134,458.07)	0.00
* Cash in State T	608,215.69	(570,608.94)	37,606.75
* Interfund Rec	52,590.36	(58,614.71)	(6,024.35)
* Modified Accr	15,011.40	0	15,011.40
* Full Accrual	15,011.40	(16,959.97)	(1,948.57)
2110001000 V	43,734.09	(43,734.09)	
2110001100 V	0	(67.84)	
2110002000 E	275.98	(275.98)	
2110001000 G	225,746.16	(225,915.62)	
* Accounts Payable	269,756.23	(269,993.53)	
* Interfund Due-To	1,476.82	(1,476.82)	
* Payroll Liability	0	(2,553.75)	
* Fund Balance	82,574.24	(88,616.18)	(6,041.94)
* Salary Expense	53,621.89	0	53,621.89
502000	3,038.68	(1,511.20)	1,527.48
502000	262.13	(262.13)	0.00
502000	1,766.13	0	1,766.13
502000	740.97	(83.01)	657.96
* Commun	5,807.91	(1,856.34)	3,951.57
503000	2,784.64	0	2,784.64
* Printi	2,784.64	0	2,784.64
503000500	2,631.93	(1.17)	2,630.76
5030008000 Office Equip Maint	559.42	(259.42)	300.00
5030009000 Telephone Repair Svc	182.70	(56.07)	126.63
5030012000 02 - Vehicle Maint	108.17	0	108.17
* Repairing & Servicing	3,482.22	(316.66)	3,165.56

Cash is credited when the invoice is paid

AP is debited when the invoice is paid

AP is credited when the invoice is entered

Expense is debited when the invoice is entered





# Document Principles in AASIS

- Each transaction in AASIS creates a document. AASIS generates a system number for each document.
- Documents are identified by type. For example, document type KR indicates a direct invoice payment and document type RE indicates a logistics invoice payment. See Appendix B for a list of document types.

Document Header: Company Code ARK

Document type	KR Vendor invoice		
Doc.header text			
Lot no.			
Reference	12345	Document date	01/28/2002
		Posting date	01/28/2002
Currency	USD	Posting period	07 / 2002
Ref. procedure	BKPF	Accounting document	
Reference key	0019086042ARK 2002	Log.System	D6B410PCC
Entered by	JLDEBUSK	Transaction	FB60
Entry date	01/28/2002	Time of entry	15:31:31
Changed on		Last update	
Parked by			

☒
☐

Each document includes header data for system tracking. The header data includes a document type and posting date and other data including the user id.



# Document Principles in AASIS

AASIS recognizes debits and credits by posting key codes. Posting key codes are tied to account types (i.e., customer, vendor, GL) and represent either a debit or credit applied to that account. Posting keys default in some transactions; in others the user must decide the appropriate posting key. See Appendix B for a list of Posting Keys.



# Vendor Master Records

- Before you can pay a vendor, that vendor must have a master record set up in AASIS.
- The vendor's master record contains master data that all AASIS users call upon in transactions: account number, address, bank account information, and payment information. These are maintained by Office of State Procurement.
- During the payment run, AASIS checks the vendor's master data. Certain data must be in place for the invoice to pay. All vendors must have either a street address or P.O. Box regardless of payment method chosen. For an automatic transfer payment (ACH—payment method A) to be made to a vendor, the vendor bank and routing data must be in the master file.

# Logistics Invoices vs. Direct Invoices

- The two ways to pay an invoice in AASIS are MIRO (invoice verification) and direct invoice park and post (FB60 followed by FBV0).
- The MIRO transaction is linked to the logistics part of AASIS and must be used when the item being paid for was ordered with a purchase order.
- Direct invoice park and post is designed to be used to pay bills that are not linked to the AASIS purchasing system.
- Using direct invoice park and post to pay for an item connected to a purchase order in the system is an error. This will take budget twice, overstate expenses, and cause an imbalance in the GR/IR account.